

Inter-library Cooperation Association Reciprocal Borrowing Procedures

Passed at the Library Committee Meeting on November 8, 1997

1. Service aims:

In order to strengthen cooperation among libraries, Ming Chuan University has partnered with domestic and overseas university libraries in an Inter-library Cooperation Association. This partnership allows reciprocal borrowing and shared resources.

2. Reciprocal borrowing:

- (1) Each cooperating library offers a certain number of library cards in accordance with regulations; each library card permits the borrower to borrow three books for up to two weeks; renewals and reservations are not possible.
- (2) Faculty members, staff members, and students participating in the cooperative organization are permitted to borrow books in cooperating libraries via library cards.

3. Notices for reciprocal borrowing:

- (1) Borrowers in each university must abide by other libraries' regulations; otherwise, borrowers' rights will be cancelled.
- (2) Borrowers must take good care of the books; if borrowers destroy or lose books, the case will be dealt with in accordance with relevant regulations in participating libraries.
- (3) If borrowers lose library cards, they should notify the unit where the original application for the card was made. If the card is used for malicious purposes before the unit is notified, the unit which issued the card will deal with the problem.
- (4) Overdue notices will not be issued to individuals. If books more than two months overdue cannot be traced, the unit which issued the card will deal with the problem in accordance with the library regulations of the institution from which the book was borrowed.
- (5) If borrowed books are urgently needed, the library may request books to be returned at any time.
- (6) Students should check their borrowing record with the Inter-library Cooperation Association before leaving their institutions. Otherwise it will not be possible to go through procedures to leave their institutions.

- (7) Borrowers should abide by relevant regulations of copyright.
4. Individual libraries should establish their own management regulations to facilitate the implementation of these procedures.
 5. Any matters not covered above will be handled in accordance with relevant Inter-library Cooperation Association regulations.
 6. These procedures will come into effect after administrators in participating libraries have reported and approved them. Any revision must follow the same procedure.
 7. If any aspect of the agreement is found to be unsatisfactory after being implemented, these procedures may be revised or annulled through negotiation between both parties.